

**Water/Wastewater Commissioners’
Meeting Minutes
July 8, 2014**

Present: Michael E. Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 5:35 p.m.

Decisions

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the June 24, 2014 meeting. Chairman Putnam seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the June 2014 Bill Commitment 140630 and for the June 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the June 2014 Bill Commitment 140630 and for the June Final Bills issued.

Discussion/Information Items:

Comprehensive Wastewater Facilities Plan and Sewer Rate Study – Director Boucher apprised the commissioners that information pertinent to compiling the Sewer Rate Study continues to be forwarded to Underwood Engineers. Mr. Dave Mercier and Mr. Ransom Richardson will visit the Water Utilities Department again on July 21st to conduct a visual inspection and assessment of the mechanical components, review facility records and reports, identify long term upgrade goals, etc. Commissioner Courage inquired whether Underwood will assess the Collection System. In addition to reviewing Inflow/Infiltration Study documents, Mr. Mercier and Mr. Richardson have met with Mr. Brad Whitfield, Collection System Foreman, to discuss 2015 goals regarding video inspection of the interceptor, video inspection and smoke testing sewer mains in North Milford. Mr. Courage inquired whether collection system mapping hardcopies are up-to-date. Mr. Boucher said yes. Previously, map updates had been sent to Mr. Tom Killelea, of CDM, for printing and formatting onto CDs according to contractual terms. Future updates will be sent to the Community Development Department since Ms. Jodie Levandowski, Town Planner, has recently assumed additional responsibilities to meet Milford’s GIS map updating and printing needs. Because CDM had converted 16 pages of water maps into 30 pages, which is cumbersome to reference roadside, CDM will reformat the map gridlines to mimic

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Milford's previous map style. Vice-Chairman White inquired whether there will be charges for CDM's reformatting the maps. Mr. Boucher said no, this work is covered by the preexisting contract.

West Elm Street – Engineering Project Update – Director Boucher distributed the Water Line Extension Construction Cost Estimate Worksheet dated July 7, 2014 received from Mr. Jeff Kevan of T. F. Moran. The commissioners reviewed the individual construction line item descriptions and expenses totaling \$868,181.00. Chairman Putnam inquired whether 15% contingency fee is standard for this industry. Vice-Chairman White said 10% contingency is standard. Mr. Courage asked how much has been spent on this project to date. Mr. Boucher referred to expense documentation and replied \$14,850.00 has been spent so far of the \$41,300.00 original project contract amount. The \$41,300.00 is in addition to the \$868,181 construction costs. Mr. Courage initiated a lengthy group discussion of remaining action items that are critical to moving this project forward to reach the project bidding stage. He said Director Boucher and the commissioners have accomplished the tasks pertinent to Water Utilities that had been communicated to the Board of Selectmen, and consideration should be given to scheduling a meeting with the Board of Selectmen to apprise them of the information gathered and to determine the Town's interest level to participate in this water main extension project. Annual payment estimates are needed for a 20 year water main extension bond payment. Chairman Putnam said Mr. Jack Sheehy, Director of Financial Operations could be asked to help calculate the payments. Mr. Courage said once the annual cost details are known, it will be necessary to determine how much of the overall project cost can be shared among interested parties. If the selectmen express interest in supporting and promoting this project, then West Elm Street abutters should be invited to attend another meeting to determine whether they would be willing to commit to financial contributions to extending the water main. Vice-Chairman White agreed with everything said so far. He informed the Board that he would be attending the July 10th Tax Increment Financing District Advisory Committee meeting and that discussions would include how this water main extension project could be incorporated into the TIF district, as well as financial bonding options. He recommended approaching T. F. Moran to prepare a cost proposal to review betterment fee options so that the Town could structure abutting landowner fees levied according to frontage to offset project expenses. Mr. White said these cost numbers should include information gleaned from the July 10 TIFD meeting and from approaching T.F. Moran regarding betterment fee options. Mr. White suggested the NHDOT Item #403.11, the 1.5" Paving, Wearing Course expense could be reduced by temporarily base-flushing due to the planned 2015 NH DOT paving activities. Commissioner Courage said prior to this project going out to bid, a meeting would be held to discuss these line item estimates in depth, as well as any additional topics. Mr. Boucher will contact Mr. Kevan and Mr. Sheehy.

Commissioner Courage said should the Town want to participate financially in the water main extension but not wish to have a warrant article at Town Meeting to specifically address a contribution for this project, consideration could be given to raising hydrant rental fees since West Elm Street fire protection would be a major Town benefit to extending the water main. Chairman Putnam said while he recognizes this option, he would prefer to be upfront regarding the project revenue and expenses. Vice-Chairman White said prior to meeting with Board of Selectmen the commissioners and Director Boucher will

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sufficiently discuss the plusses and minuses. Mr. Putnam said he liked Mr. Courage's discussion earlier about a 20 year bond and consideration of the interest rate, the breakeven point may be a 10 or 15 year bond, but even with a 20 year bond, the payments would be minimal enough to not have a huge impact upon the tax rate and be amenable to the selectmen and residents. Vice-Chairman White inquired whether the project fee could be augmented via a percentage of Water Utilities' participation. Mr. Courage indicated perhaps by a vote by the commissioners. Chairman Putnam commented that the commissioners have already made a large investment into this project which is not even off the ground. Mr. Courage said he believes the commissioners should invest something but not the lion's share. Mr. White said he does not disagree. Chairman Putnam pointed out that if additional water funds are contributed, beyond the current contribution level, and the Town makes a contribution toward this water main extension project, the water users will have contributed 'twice' while the non-water customer taxpayers will have only contributed 'once.' He said he understands the need to extend water to west Elm Street, but he also understands he doesn't want to pay twice the cost to do so. All agreed this point must be raised during the joint meeting with the Board of Selectmen. Chairman Putnam said while he doesn't believe extending the water main may reduce the fire insurance Town rating, it should (1) increase fire protection which (2) will have an impact with lowering insurance rates on those west Elm Street addresses while (3) enhances the potential for a future water connection with the Town of Wilton and (4) infrastructure improvements that benefit the Town overall. Commissioner Courage said he believes the Town is making payments for the Osgood Road water main bond as well as a sewer main extension on Old Wilton Road and Hitchiner Way. Mr. Boucher will discuss the Town's current infrastructure bond payments with Mr. Sheehy.

Mr. White said he and Mr. Tom Schultz of Wilton informally spoke about the pros and cons of a future Milford/Wilton inter-municipal water connection and that Mr. Schultz told him he would share their discussion points at the next Wilton Water Commissioners' meeting. The Milford commissioners agreed they look forward to continued inter-municipal water connection discussions with Wilton. Chairman Putnam said discussions of an inter-municipal water connection through the years among various board members haven't motivated the Wilton Water Commissioners to undertake activities to earmark funds to establish such a water connection, despite Milford's longstanding optimism that one day this water connection would be put into place. Commissioner Courage said such an inter-municipal connection would benefit Wilton residents more than Milford residents, in addition to providing Wilton residents with the peace of mind that they would be protected with a back-up drinking water source should a prolonged interruption occur that would prevent Wilton's water supply from meeting water demands. Director Boucher recalled the study performed a number of years ago by SEA Consultants which had identified crossing the bridge beside TD Bank as the biggest cost factor to a Milford-Wilton water connection. He pointed out that because Milford does not have water customers on the Wilton side of this bridge, Wilton would solely bear the bridge-related connection costs. Tenants and businesses within Milford's Pine Valley Mill are Wilton water customers.

Water Utilities Department – Facility Paving – Director Boucher said the Public Works crew did nice work detailing the railroad crossing pavement signage and parking lot striping. Mr. Ed Forssier of Brox Industries contacted Mr. Boucher to renegotiate the price quote after completing the paving because:

- the area was larger than previously expected, resulting in a higher cost than expected.
- having leveled some areas prior to milling and used 15 ton. Mr. Boucher said this was not the case, as Mr. Ed Welch of Brox had wanted to but had over-layed instead. Mr. White said he had seen the area in question and it was flush.
- the thick application at the hill. Mr. Boucher said this was not done at Milford's request, and that a stick had been utilized at the other areas at 1-1/2".

Mr. Putnam inquired of the cost disparity. Mr. Boucher said Brox Industries had measured the site prior to submitting the quote of \$57,282.85 and Mr. Forssier said during the telephone conversation it was more like \$61,200.00. Mr. Fossier will submit his reasoning for the cost disparity. Mr. Boucher has reviewed the truck delivery slips for tonnage and pricing. Mr. White said the paving had been priced by the job versus by the ton. Mr. Courage said consideration would be due if Brox could show that Milford had missed something, or had misrepresented something or the numbers were not right. Mr. Boucher said the only extra involved grinding. Brox had ground around three manholes that did not need to be raised because they were at elevation; however, Mr. Forssier had not cited this as an additional expense.

Dram Cup Water Tank Lining Project – Director Boucher said there is nothing new to report for this project. The bid opening is scheduled for 2:00 p.m. on July 30th. He expects at least three bidders to submit sealed bids.

Activities Report – Mr. Boucher reported that Mr. Young, Water Department Foreman is obtaining material and tap quotes for the Olive Street water main replacement project, increasing the 4" water main to an 8" main. Discussion followed regarding preferable water main connection points that would increase flow for fire protection as well as best practices to coincide with planned road work for construction of the St. Joseph Medical Center on Nashua Street. Commissioner Courage suggested the water main replacement project be split into two sections and be completed over two years. Chairman Putnam agreed dividing this project would be a good, manageable approach. Vice-Chairman White suggested beginning near the Medical Center this year because of the mutual benefits to coincide the Water Department's trench patch work around the time that the Medical Center creates a Nashua Street turning lane.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said correspondence has been received from the NH DES relative to the 2014 annual inspection of the laboratory and wastewater operations. No deficiencies were cited and no response is required. The commissioners congratulated Director Boucher and the staff's efforts to meet permit requirements. Mr. Boucher apprised the commissioners of his participation during the July 2, 2014 CIP meeting. He apprised the committee members of efforts regarding well exploration and West Elm Street and he had indicated the mentions as

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current project placeholders in that town contributions for both are considered as unknown at this time. He discussed the formula used in the past for the Holland Tank study which was the percent that would have been covered by the water users for the water storage tank and what percentage of people off the water system would benefit. Since there was no quorum, no committee decisions could be made. He may be invited to return at a later date. Mr. Courage commented on the mid-year status of the bottom lines of estimated vs. actual financial print-outs.

Future Appointments/Meetings:

The next regular Commissioners' meeting will be Tuesday, July 22, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam made the motion to adjourn the meeting at 6:18 p.m. Vice-Chairman White seconded the motion.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date